

# Attachment 1

## Multifamily Housing Program Supportive Housing Project Eligibility Requirements and Selection Criteria

### I. General Requirements

- A. Supportive housing funds shall be administered under the Multifamily Housing Program (MHP) and subject to the requirements contained in the MHP Regulations. To the extent the following requirements create any conflict with the MHP Regulations; these requirements related to supportive housing shall prevail.
- B. Supportive housing units funded from the supportive housing allocation must be permanent housing only. Supportive Housing Projects may include transitional non-supportive housing units funded from other sources.
- C. The application must demonstrate that the project is linked to on-site or off-site services that assist the tenant to:
  - 1. retain the housing; and
  - 2. improve his or her health; and
  - 3. maximize his or her ability to live and where possible, work in the community.
- D. A minimum of 35% of the total project units and no less than 5 units must be restricted for use as supportive housing units in order for the project to qualify as a Supportive Housing Project. These units shall be subject to rent restrictions set at 60% of AMI or less.

### II. Eligible Households must be homeless or at-risk of homelessness, and include a disabled adult as specified below.

- A. Homeless or at-risk of homelessness means:
  - 1. moving from an emergency shelter; or
  - 2. moving from transitional housing; or
  - 3. currently homeless, meaning:
    - a. an individual who lacks a fixed, regular, and adequate nighttime residence; or
    - b. an individual who has a primary nighttime residence that is:
      - i. a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or
      - ii. an institution that provides a temporary residence for individuals intended to be institutionalized; or
      - iii. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; or
  - 4. at risk of homelessness, meaning:
    - a. households with incomes at or below the greater of 20% of SMI or AMI with no rental subsidy available to the household ; or
    - b. households with incomes above 20% but not exceeding 30% of the greater of SMI or AMI who:
      - i. face immediate eviction and have been unable to identify a subsequent residence; or
      - ii. face imminent release from an institution (i.e.; jail, hospital or foster care system); or
      - iii. reside in an overcrowded setting (more than 2 persons per living/sleeping area) in which the household does not hold a lease; or
      - iv. reside in substandard housing subject to a current official vacation notice; or
      - v. pay more than 50% of income in housing costs.

- B. Qualifying disabilities shall be expected to be long-continued and of indefinite duration, substantially impede the ability to live independently, be of such a nature that the ability to live independently could be improved by more suitable housing conditions and include:
  - 1. Mental illness
  - 2. HIV or AIDS
  - 3. Substance abuse
  - 4. Other chronic health condition, meaning an individual or household having:
    - a. a disability as defined in Section 223 of the Social Security Act (42 USC 423), or
    - b. other physical or mental impairment
  - 5. Developmental Disability

### III. Project Selection Priority

- A. All MHP projects, including both those with and without supportive housing units, will compete for funds under one rating system. Supportive housing units will be funded from the supportive housing allocation (the \$195 million allocation). Non supportive housing units will be funded from the general allocation (the \$800 million omnibus program where funds are available for a variety of project types).
- B. If the general allocation funds announced in a particular NOFA are fully allocated, supportive housing funds remain available, and the next project in line that is eligible to receive supportive housing funds contains a mixture of supportive housing units and non-supportive housing units (mixed project), HCD may, at its sole discretion, increase the general allocation funding above the amount announced in the NOFA as needed to fully fund the mixed project. Similarly, if the announced supportive housing funds are depleted first, HCD may increase the amount of supportive housing funds allocated in order to fully fund a mixed project.
- C. All projects will be subject to a minimum point score requirement announced in the NOFA.
- D. Supportive Housing Projects where the application demonstrates collaboration with programs that meet the needs of disabled tenants at high risk of homelessness will receive a competitive advantage in the Leverage Scoring Category.
  - 1. Applications will be deemed to meet the “collaboration” criteria if the application documents a commitment from an organization other than the applicant or affiliates of the applicant to provide a portion of the services to project residents. Cooperation among specialized intra-organizational programs, groups, or departments may also qualify as collaboration.
  - 2. “High risk of homelessness” will be demonstrated by meeting any of the criteria listed in Item II. A. above.
  - 3. The leverage advantage will be applied as follows:
    - a. Supportive Housing Projects containing at least the minimum 35%, but less than 75% of total units as supportive housing units will receive maximum leverage points (20 points) when permanent non-program funds equal 300% of MHP funds, or
    - b. Supportive Housing Projects containing 75% or more of total units as supportive housing units will receive maximum leverage points when permanent non-program funds equal 150% of MHP funds.

Note: Non-supportive housing projects require other funds equal to 350% of MHP funds in order to score the maximum 20 points.

### IV. Determination of Eligibility as a Supportive Housing Project

To qualify as a “Supportive Housing Project” project applications must meet the following requirements:

- A. Supportive Housing Project Sponsor and service provider experience

1. The Sponsor shall demonstrate a minimum of 24 months experience in the ownership or operation of at least one special needs or Supportive Housing Project.
2. The service provider shall demonstrate a minimum of 24 months relevant experience in the provision of services to the population targeted by the proposed project.

#### B. Supportive Services Plan

1. Supportive Housing Projects shall be designed to provide affordable housing with access to an array of services and supports for individuals whose ability to live independently would be improved by the availability of support services. Examples of supportive services by population are illustrated in Exhibit A to Attachment 1, Services and Program Components by Special Needs Population. Specific project circumstances may indicate the need for services beyond the levels illustrated in Exhibit A or the lack of some services illustrated in the Exhibit. Some projects may target Special Needs Populations for which services are not illustrated in the Exhibit. Supportive Housing Project Sponsors shall be required to submit a supportive services plan documenting that the project will ensure the availability of services that meet the needs of the target population served by the project. All supportive service plans will be evaluated with respect to the level of services illustrated in Exhibit A.
2. All applications shall include a letter from the appropriate public or non-profit funding agency knowledgeable of the supportive service needs of the targeted population(s) indicating that the proposed services are adequate to meet the needs of the targeted population(s).

#### C. Services Budget

1. The Sponsor shall submit a budget indicating the sources, amounts, and status (i.e., proposed or committed) of supportive service funds. The proposed budget must indicate that the level of proposed funding is adequate for the types and levels of services provided, and that all necessary costs are included.
  - a. A minimum of 25% of the total service budget must be under commitment or letter of intent for funding of services or provision of services.
  - b. Funding or services not documented as committed in the application shall be required to be committed as a condition of funding.
2. The supportive service provider shall document a successful history of securing funds by including a list of supportive service funding secured by the supportive service provider over the last five years.

#### D. Property Management Team Experience

1. The property management team shall document a minimum of 24 months experience in managing a special needs or supportive housing project that meets the standard of a rental housing development pursuant to the MHP Regulation Section 7301(bb).
2. Where the Sponsor will be contracting for property management services, the proposed property management provider must meet the requirements stated in Item D. 1. and the sponsor must provide:
  - a. a copy of the management contract; or
  - b. a letter of interest from the proposed property management provider indicating a willingness to enter into the contract for services to the project.

# **Exhibit A to Attachment 1**

## **Services and Program Components**

### **By Special Needs Population**

Section I lists services and program components which may be utilized by all projects serving special needs populations which include Supportive Housing Projects. Sections II through IV list additional services and program components which may be utilized by the specific population group indicated. Each project will be evaluated with consideration to all services and program components in Section I, *and* all services and program components listed in that section specific to the population group(s) the project will be serving.

#### **I. Supportive Services and Program Components For All Supportive Housing Projects**

- All staff (i.e., custodians, cooks, security, etc.) that are initially and periodically trained in the operator's program philosophy, values, and principles.
- Twenty four-hour on-site or on-call residential management.
- Policies and procedures for protecting the privacy and confidentiality of residents.
- Policies and procedures for ensuring the safety and security of staff and residents.
- Grievance procedures.
- Effective placements to out-linkages should such placements become appropriate alternatives for current residents.

#### **II. Additional Services and Program Components for Projects Serving Persons with Developmental Disabilities**

- Access to domestic and community services including: assistance in dressing, grooming, bathing and other personal hygiene; assistance with medication; assistance with medical and dental care; assistance with schedules and activities such as shopping, cooking, acquiring furnishings, and housekeeping; making the client aware of and effectively using the transportation, police, fire, and emergency help available in the community; help in managing personal financial affairs; help with employing and dismissing personal attendants; help dealing with governmental agencies; help asserting civil and statutory rights; and monitoring of food intake or special diets.
- Ensuring access either on-site or off-site to the following services, either directly or through formal agreements with other providers: self-help skills training; recreational and social activities; mental health services; behavior management programs; rehabilitation programs; sensory motor development training; personal assistance.
- Access to a telephone with 24 hour emergency assistance, including direct service in response to calls for assistance.
- Help with acquiring, using and caring for canine and other animal companions specifically trained to provide assistance.

#### **III. Additional Services and Program Components for Projects Serving Persons with Mental Illness**

- Provision of staff with appropriate skills and experience to provide appropriate services and supports to persons with mental illness.
- Policies and procedures for dealing with residents relapsing into drug and/or alcohol use to ensure their ability to remain in the housing.

- Ensuring access, either on-site or off-site, either directly or through formal agreements with other agencies, to the following supportive services: crisis counseling, emergency intervention, assistance in daily living, social support and peer counseling, psychosocial support and counseling, food and nutritional counseling, support groups, self-esteem classes, social services, substance abuse counseling and treatment, mental health counseling and treatment, health care, medication management, benefits counseling and advocacy, budget counseling, money management, representative payee, transportation, vocational training, and recreational and social activities.

#### IV. Additional Services and Program Components for Projects Serving Persons Living with HIV/AIDS

- Ensure residents and their families have access to a long-term HIV/AIDS case management program.
- Ensured access to the following on-site or off-site services: assistance with the activities of daily living; information and referrals to community health, drug and alcohol counseling and social service organizations; crisis counseling; individual counseling; psychosocial support and counseling; group support and counseling; neighborhood orientation; money management; representative payee; transportation; recreational and social activities; substance abuse counseling and treatment; mental health counseling and training; benefits counseling and advocacy; negotiating with landlords and property managers; social services; and child care and other children's services.

For services not provided on-site, demonstrated linkages with mental health clinics, HIV health services, public health clinics, HIV case management services, and alcohol and drug counseling and/or treatment programs.

- Policies and procedures for drug and/or alcohol use, including steps to deal with relapsing residents to ensure the ability to remain housed.
- Policies and procedures for payment of rent during periods of hospitalization.
- Policies and procedures to decrease the occupational risks of exposure to blood borne pathogens and other potentially infectious materials per the "Enforcement Procedures for the Occupational Exposure to Blood borne Pathogens Standards, 29 CFR 1910.1030."
- Infection control procedures to eliminate exposing persons living with HIV/AIDS to tuberculosis and other communicable diseases (e.g., TB screening, TB education, tissue, ultraviolet lighting, ventilation systems, individual rooms, etc.)
- Identifying a Tuberculosis Clinic for resident referrals for testing and X-rays when necessary